

# 2023 Architectural Technical Standards Manual

*Chicago Department of Housing*



# CITY OF CHICAGO

## Department of Housing

Construction Services  
Architectural Technical Standards (ATS) manual



City of Chicago Department of Housing Architectural and Technical manual replaces all prior documents and is effective 1/24/2023

# Disclaimer

The City of Chicago Department of Housing (DOH) does not guarantee, warrant, or make representations that the information in this document is complete, accurate, or current. DOH assumes no responsibility for the application of the material or information contained herein nor for any error, omissions, or other discrepancies. Nothing in the document is intended to create nor does it create any enforceable rights, remedies, entitlements, or obligations. DOH reserves the right to change or suspend any or all this document without notice.

The illustrations included within this document are intended merely to assist in navigating the various requirements and architectural/technical standards; to aid staff during the plan review for projects participating in DOH programs and activities; and to add clarity and transparency to designers responding to DOH design review comments. This document is not meant to offer a design template, but rather to document and illustrate some of the design controls and potential outcomes.

The Architect of Record is responsible to ensure a project is designed in a manner to comply with the applicable laws, regulations, codes, and design standards including, but not limited to, those related to non-discrimination.

# Table of Contents

|  |           |
|--|-----------|
| <b>1.0 Introduction</b>  | <b>6</b>  |
| <b>2.0 Architect of Record</b>   | <b>7</b>  |
| <b>3.0 Developer</b>   | <b>11</b> |
| <b>4.0 General Contractor: Contractual and Policy Requirements</b>     | <b>13</b> |
| <b>5.0 Codes, Regulations, and Policy</b>                              | <b>22</b> |
| <b>6.0 Multi-Family New Construction</b>                               | <b>23</b> |
| <b>7.0 Multi-Family Rehabilitation</b>                                 | <b>30</b> |
| <b>8.0 Senior Rental Housing</b>                                       | <b>32</b> |
| <b>9.0 Accessibility</b>   | <b>33</b> |
| <b>10.0 Design and Construction Review and Submission Requirements</b> | <b>34</b> |
| <b>11.0 Resources and Acknowledgments</b>                              | <b>35</b> |
| <b>12.0 Definitions</b>  | <b>37</b> |
| <b>13.0 Exhibits</b>   | <b>47</b> |







# 1.0 Introduction

The Department of Housing (DOH) is committed to meeting Chicago residents' needs for decent, safe, and sustainable affordable housing. Affordable housing represents a substantial and long-term public investment in the City's housing stock. Since building codes and local regulations and ordinances primarily focus on health and safety and or protecting property values, they cannot be relied on to meet all DOH's expectations. To better meet the residents of the City of Chicago's needs and communicate expectations, DOH Construction Services has developed architectural/technical standards for City-funded affordable housing projects.

The Architectural/Technical Standards (ATS) manual is a support for developers, architects and general contractors for the design and construction of quality housing. The ATS shall be used for the minimum design requirements for all projects submitted to the DOH. The Development team is encouraged to exceed the minimum requirements especially when incorporating accessibility, innovation, and creativity in design to provide long-lasting benefits to constituents of Chicago.

DOH invests in housing units and the people who live in them by providing safe, healthy quality homes, where families are free to focus on what matters most in their lives. When the requirements of the ATS are met, families can achieve a better quality of life for their families.

This ATS manual replaces all previous DOH standards associated with the design and con-

struction of housing and is applicable to all DOH involved projects. Projects involving adaptive reuse and or gut rehabilitation of housing must comply with standards for new construction to the greatest extent feasible as determined by DOH Construction Services Division (Construction Services).

The ATS manual standards are subject to change and modification. It is highly recommended that Developers engage DOH, Construction Services and Mayor's Office for People with Disabilities (MOPD) at the earliest stage of design. Open communication is encouraged between the Development Team, DOH and DPD to ensure that all steps and requirements in the process are met.



## 2.0 Architect of Record



Architects of Record (AOR), working on DOH funded projects are to familiarize themselves with the ATS manual and incorporate all the requirements into the proposed project's design construction drawings and specifications. DOH's architectural design review process increases design integrity of affordable housing by ensuring architecture enhances the livability of neighborhoods, enhances racial equity, and transforms communities most in need of affordable housing. All DOH funded developments must adhere to DOH's ATS manual as it remedies design and equity issues impacting residential developments.

All DOH funded projects will have several milestones to achieve as they are processed through to closing, (See exhibit A) Failure to comply with DOH Construction Services milestones may result in a delayed closing. DOH Multi Family finance funded projects are subject to revision to ensure the project conforms to this manual and is aligned with the goals of the City of Chicago and the Department of Housing. An architectural design review with DOH Construction Services must take place prior to proceeding to Department of Buildings for permitting. Modifications to the approved design must return to DOH Construction Services for review and authorization prior to proceeding to the next milestone. This may include other City departments changes, value engineering, etc.

Prior to closing the project and initiating construction, all milestones with their corresponding documents must be submitted, reviewed, and approved to obtain a construction approval.

The AOR shall be the same individual who created the plans and specifications. Any on-site architectural observation shall be conducted by the AOR. The Architect is responsible for certifying that all the work requested for payment, at a minimum of one site visit per pay application, is accurate and has been completed. AOR prepares plans and specifications including consultations, and professional engineering services typically associated with the architectural portion of the plans, including structural design and landscape architecture.

Drawings and specifications must be prepared under the direct supervision of a licensed architect in accordance with the Architectural Practice Act, bear the license number of the architect and if the architect is part of any business structure other than a sole proprietorship, he or she must include the project design firm registration number on the drawings. Drawings must be signed and sealed by the AOR. Engineers licensed to practice in the State of Illinois, when acting as a consultant to the AOR or under a separate contract with the developer and or owner must sign and seal their work and provide proof of their professional liability insurance.

The Architectural Technical Standards Manual must be adhered to by all development team members (Developer, architect, general contractor, consultants, subcontractors, etc.). No language added to any project documents shall override this manual's requirements without prior written approval by DOH.

## 2.1 Cost Estimate

The Architect of Record must retain an independent cost estimating firm experienced in providing cost estimating services and capable of producing the desired services in a professional, timely and cost-conscious manner. The preparer of the report shall at all times be an independent observer and cannot be connected in any other fashion to the project such as the design architect, project architect of record, general contractor, property manager or sponsor. This independent cost estimating firm is not eligible to bid on the project.

These estimates shall be submitted to DOH for review and approval. The first preliminary estimate shall be submitted for the approved design (Design Phase) and the second cost estimate shall be provided at time of general contractor bidding for Milestone 2 submission.

The cost estimating firm selected by the applicant must meet the Standards for Construction Cost Estimating listed below:

### I. Scope of Services

Cost estimating firms shall provide estimating

costs for all aspects of demolition, remodeling and new construction including associated site work. Estimates shall include itemized direct costs, general conditions, contractor overhead and profit, federal and state prevailing wages. If paid for by the Project general contractor and dependent upon the financing provided, the cost estimate should also consider any environmental related costs such as lead-based paint, asbestos-containing materials removal, radon mitigation, etc., if apparent.

The applicant must supply the selected cost estimating firm with the necessary documents to perform the tasks, such as a full set of plans and specifications. The Developer and Architect of Record is also required to supply all documents (aerial photos, surveys, soils reports etc.) to the cost estimation firm to assist in identifying existing conditions, the project nature, associated accessibility and other site building restraints which would have cost impacts.

### II. Format

Professional cost estimators are required to quantify the needed materials, labor, and equipment required by the scope of a project, and then price these items.

During the cost estimating phase, the estimator examines the direct costs of proposed materials and equipment, federal and state labor rates, construction equipment and tools, and indirect expenses, such as general conditions, overhead, profit, inflation and market conditions.

Cost estimates shall be prepared using a recognized construction cost source such as RS Means Building Construction Cost Data (BCCD), most recent edition. Cost data shall be organized according to the Construction Specifications Institute's 16-division Master Format or the 44-division 2004 CSI Master Format numbering system.

### III. Profit, Overhead and General Conditions

The general contractor (GC) is allowed "Profit" in the amount of 6%, "Overhead" in the amount of 2% and "General Conditions" (a.k.a. general requirements) in the amount of 6%, all of



which are maximum amounts calculated from the hard construction costs.

Profit is defined as the proceeds of transaction minus the cost, including intangibles such as contract incentives. Individual mark-up is not allowed on GC supplied materials or the total "Profit" line item on the Contractors Sworn Statement will be reduced accordingly. If this is insufficient, then deductions will be made to the General Conditions and/or Overhead lines.

Overhead being the expenses necessary to conduct a business. Cost shall also include those specific to the project and include transportation, travel expenses, temporary housing etc.

General conditions are the functions needed to complete the construction phase and shall include the following costs: project manager and superintendent, draw related paperwork, layout, surveys, plans/printing, material testing, communications, mobilization, temporary heat and utilities, portable toilets, temporary fencing, OSHA protection, field office, hoisting equipment, security, small tools, disposal, construction photography, cost certifications, audits, mock-ups, daily construction site cleaning, final clean, general labor, etc., essentially including, but not limited to, items identified within Construction Specifications Institute (CSI) Master Format Divisions 0 and 1 within the project manual (when provided). As the GC is responsible for these functions any subcontracting of these out to lower tier subcontractors will be evaluated against the stated limit and may reduce the amount of the GC's General Conditions percentage a GC can collect accordingly.

Finance, holding charges or other types of interest shall be included in the Overhead or General Conditions calculation.

Payment for any shop drawings will be limited to 5% of the total cost for that line item.

The construction budget shall include any costs resulting from scheduling delays or seasonal constraints such as winter conditions,



water extraction from recent rains, etc. These items are not considered contingency eligible on change order requests.

When a contractor is acting in the capacity of a "GC" they shall provide all the functions typically associated with the position. The GC is responsible for the overall construction management aspects and tasks involved from the Project's start-up through final completion. Functions include (but are not limited to): scheduling, coordination of the trades, supervision, safety, program compliance, monitoring, and all other means and methods required to complete the construction of the project. As such the Authority will not allow for a "Straw" GC or a firm which reaps the benefits and fees associated with the GC title but, subcontracts these functions to another GC or separately contracted individual to perform these duties in place of a primary employee of





the GC. Subsequently the GC is expected to be on the site during construction and at least daily and maintain a daily log documenting the progress of the work to be available for review upon Authority request. Similarly, any side agreements to the contrary or kickbacks will result in forfeiture of any future work with the Authority.

Dependent upon the finance structure of the project, the cost estimating firm shall provide separate cost estimates for each use in a mixed-use building (residential & commercial). The cost estimating firm shall verify with the owner the financing structure of the project.

If indicated on the plans, alternates shall be identified in separate line items.

The estimates must be submitted on letterhead and must be signed by the professional services firm providing the construction cost estimate. Estimates must also indicate the status of the design process (i.e. preliminary drawings, working drawings with outline specifications, full-scale drawings and specifications, etc.).

City of Chicago DOH must be explicitly addressed as being able to rely on the cost estimate. The applicant shall upload the cost estimate to the DOH CAC SharePoint Site for the two required stages of estimating. (Mile-

stone One – Design & Milestone Two – GC Bidding).

#### IV. Certification

Third-party construction cost estimates must be prepared by professional cost estimators. The American Society of Professional Estimators (ASPE) recognizes the estimating proficiency and ethical awareness of the Certified Professional Estimator (CPE). Certification as a cost engineer by the Association for the Advancement of Cost Engineering (AACE), as a certified professional estimator by the American Society of Professional Estimators (ASPE), or a State of Illinois Licensed Architect or Engineer, is required.

The standards of practice in the Canons of Ethics published by the AACE and the ASPE apply to all estimating services. The Canons of Ethics are available on both their Web sites.

#### V. Fee Basis

Fees for all cost and expenses related to the performance of the scope of services shall be determined between the professional services firm and the applicant. The applicant is responsible for payment of fees and entering into a written agreement with the selected professional services firm. Kickbacks or incentives for procuring inflated values will not be permitted. The cost estimator fees are to be listed under the architect of record fee for other professional services.



# 3.0 Developer

The developer must submit required documentation to DOH Construction Services for review comment and written approval. All DOH funded projects will have several milestones to achieve as they are processed through to closing (See Exhibit A). Failure to comply with DOH Construction Services milestones may result in closing delays. It is the Developer's responsibility to ensure they and their development team members are providing all documentation for the specified milestone to DOH CAC for review, comment, and approval in a timely and professional manner to keep the proposed project on the timeline towards a closing.

The following project minimums are required for all DOH funded projects with no exceptions:

- Minimum three (3) general contractor bids for all developments.
- Host at least one pre-bid conference / forum.
  - Bid conference or forum outreach must include a bid announcement (Exhibit B) sent to the entities on the Department of Procurement Services (DPS) assist agency list found here: [https://www.chicago.gov/city/en/depts/dps/supp\\_info/city-of-chicago-assist-agencies.html](https://www.chicago.gov/city/en/depts/dps/supp_info/city-of-chicago-assist-agencies.html).
  - The required bid announcement form is found as Exhibit B of this manual. In addition, DOH Construction Compliance team must be notified by sending bid announcement form to: [DOHconstructioncompliance@cityofchicago.org](mailto:DOHconstructioncompliance@cityofchicago.org)
  - Completion of the Developer Outreach Summary form to demonstrate the MBE and WBE community was involved in outreach to potential bidders. (See Exhibit C).

- Joint Venture General Contractors must be established and part of the General Contractor bidding stage. JV established after the bidding process will not be accepted. All Joint Ventures must create a single purpose entity and this entity must be named on the Department of Buildings building permit.
- DOH encourages general contractor joint ventures (JV) that include a minority owned general contractor firm with a minimum of a 25% ownership interest in the JV. The minority owned firm must be certified by a reputable certifying entity acceptable to DOH. Any proposed partnerships less than 25% are subject to DOH approval.



- The inclusion of an independent cost estimator obtained by the AOR. This independent cost estimator entity is not eligible to be selected as the general contractor.
- General construction contracts must be an unaltered AIA A102 Guaranteed Maximum Price.
- The developer, architect of record, and general contractor must be independent of one another and cannot be a related entity or subsidiary of any other part of the development team.
- Documents used by the developer, architect of record, and general contractor must be on standard AIA contract documents or forms.
- Early construction starts prior to finance closing are not allowed without prior approval by DOH.
- The general contractor's project budget is to include all costs necessary to complete the proposed project including , but not limited to materials, labor, supervision, all permit corrections, restoration agreement scope of work, all utility coordination scope of work, and supervision.
- The developer fee shall be used to pay for all approved change orders once contingency is depleted and the project has not been completed construction.
- The Architectural Technical Standards manual must be adhered to by the entire development team: developer, architect, general contractor, consultants, subcontractors.

## 4.0 General Contractor



allow profit, overhead and general conditions for work the general contractor will self-perform.

The general contractor is allowed:

- Profit: in the amount of 6%
- Overhead: in the amount of 2%
- General conditions: including performance bond, in the amount of 6%
- All of above percentages are maximum amounts calculated from the net construction costs
- Insurance can be carried as a soft cost separate line item on the owner's sworn statement in the Insurance Company name.

**Profit:** is defined as the proceeds of the transaction minus the cost, including intangibles such as contract incentives.

**General Conditions:** are the functions needed to complete the construction phase and shall include the following costs: project manager and superintendent, draw related paperwork, layout, surveys, plans/printing, material testing, communications, mobilization, temporary heat and utilities, portable toilets, temporary fencing, OSHA protection, field office, hoisting equipment, security, small tools, disposal, construction photography, cost certifications, audits, mock-ups, daily construction site cleaning, final clean, general labor, etc., essentially including, but not limited to, items identified within Construction Specifications Institute (CSI) Master Format Divisions 0 and 1 within the project manual (when provided). As the GC is responsible for these functions any

### 4.1 Construction Contract

DOH requires all contracts for general contractor to be an AIA A102 Guaranteed Maximum Price (GMP) Contract. Standard AIA forms must be used for all project documentation such as change orders, and payout requests.

The following items apply to the general contractor for each project. Please note DOH does not



subcontracting of these out to lower tier subcontractors will be evaluated against the stated limit and will reduce the amount of the GC's General Conditions percentage a GC can collect accordingly. All General Conditions items listed above must be kept within the allowable percentages. If individual items are isolated, the GC line item must be reduced by the individual line value, so the sum of the GCs listed, and individual line items do not exceed the allowable 6%. Values for these items, if identified by the DOH CAC, are in excess of the allowable percentage, the individual line-item values shall be removed from the budget. Redistribution of these values through the remaining trades after being removed from the contract is prohibited.

**Overhead:** being the expense necessary to conduct a business. Cost shall also include those specific to the project and include transportation, travel expenses and temporary housing.

The General Contractor shall submit documents following the milestone checklist for review, comment and approval. The following requirements must be adhered to by the prospective general contractor for the project inclusive of all other sections in the ATS manual:

- The Architectural Technical Standards Manual must be adhered to by all development team members: developer, architect, general contractor, consultants, subcontractors.. No language added to any project documents shall override this manual's requirements.
- A minimum of three (3) subcontractor bids for all trades and any anticipated GC self-performed work.
  - Host at least one pre-bid conference / forum.
  - Bid conference or forum outreach must include a bid announcement (Exhibit B) sent to the entities on the Department of Procurement Services (DPS) assist agency list found here: [https://www.chicago.gov/city/en/depts/dps/supp\\_info/city-of-chicago-assist-agencies.html](https://www.chicago.gov/city/en/depts/dps/supp_info/city-of-chicago-assist-agencies.html)
  - The required bid announcement form is found as Exhibit B of this manual. In addition, DOH Construction Compliance team must be notified by sending invite to: [DOHconstructioncompliance@cityofchicago.org](mailto:DOHconstructioncompliance@cityofchicago.org).



- Completion of the Outreach Summary form to demonstrate the MBE and WBE community was involved in outreach to potential bidders. (See Exhibit C).
- General contractor, joint venture entity, joint venture partners or any related entities to the general contractor self-performing project scope work is allowed to include general conditions, overhead and profit in that line item/ scope of work.
- Subcontractor bids must be submitted in a digital binder format that is fully text searchable, indexed and bookmarked. The digital binder index/tabs/bookmarks must correspond to the general contractors sworn statement. Every line item on the general contractor's sworn statement must have a corresponding index/bookmark/tab including a bid tabulation sheet and the prospective subcontractor bids.
- Sworn statements and successful subcontractor bids must be updated accordingly to



reflect the issued for construction drawings prior to closing.

- Prospective general contractors and subcontractors must be licensed by the City of Chicago for their applicable trade.
- A letter on the general contractor's letterhead stating the following must be submitted prior to construction approval by DOH CAC : The contractor shall perform the work in accordance with the intent of the plans and specifications of the as for construction documents. The contractor hereby certifies that it has;
  - (1) reviewed the plans and specifications before it executed the Contract and has the opportunity to submit request(s) for clarification, if any, and to the best of the Contractor's knowledge , such request have been satisfactorily answered, and
  - (2) obtain necessary information about completing the construction for the Project, including but not limited to both the

labor and material costs for the duration of the Project and

- (3) necessary information concerning governmental building code, permitting and approval requirements governing the contractor's scope of work.
- General contractor acknowledges that, based on the information available to the general contractor at the time the contract is executed, the project can be constructed for the guaranteed maximum sum, except for approved changes by owner. The contract sum provides for all labor, material, supervision, and services necessary for the contractor to complete the project, pursuant to the as-for-construction documents.
- Copy of the subcontract agreement must be submitted detailing all work in the scope, amount of contract, and that line item must not be adjusted, removed or scope subdivided. No payouts/draws can be processed



without executed subcontractor agreements in place.

- Contracts for general construction must be an AIA A102 Guaranteed Maximum Price Contract. The final sum and language of the contract must be reviewed and meet all program guidelines.
- DOH Construction Services ATS manual must be an exhibit in the general contractor's contract.
- Work started prior to a DOH Construction Services executed Notice to Proceed (NTP), will not be paid out from the project budget.
- City of Chicago will not be responsible for payment, compensation, loss of funding due to unauthorized work or activity.
- Line items and or amounts must not be adjusted, removed or scope subdivided without DOH CAC review and written authorization.
- Use of any project cost savings without DOH Construction Services approval is strictly prohibited.
- Payment for any shop drawings will be limited to 5% of the total cost for that line item.
- Elevator line items will only be paid up to 50% of the cost of the line item. After which the balance will be paid out per percentage of installation completion.
- All construction related costs required to complete the project shall be determined by receiving bids from all trades identified on the general contractor's sworn statement prior to the project obtaining DOH construction approval.
- Allowances are not allowed for biddable and definable portions of the project except where discussed and approved by DOH CAC prior to closing. Any allowances identified in the bid shall be indicated as such, and documentation of how the allowance was created shall be provided to the DOH CAC for review.
- The general contractor's sworn statement is to include all costs necessary to complete the proposed project including , but not limited to materials, labor, supervision, all permit corrections, restoration agreement scope of work, all utility coordination scope of work, and supervision.
- Any requests for material storage and prepurchase of materials for reimbursement shall follow all DOH CAC storage requirements and will need to be reviewed and approved prior

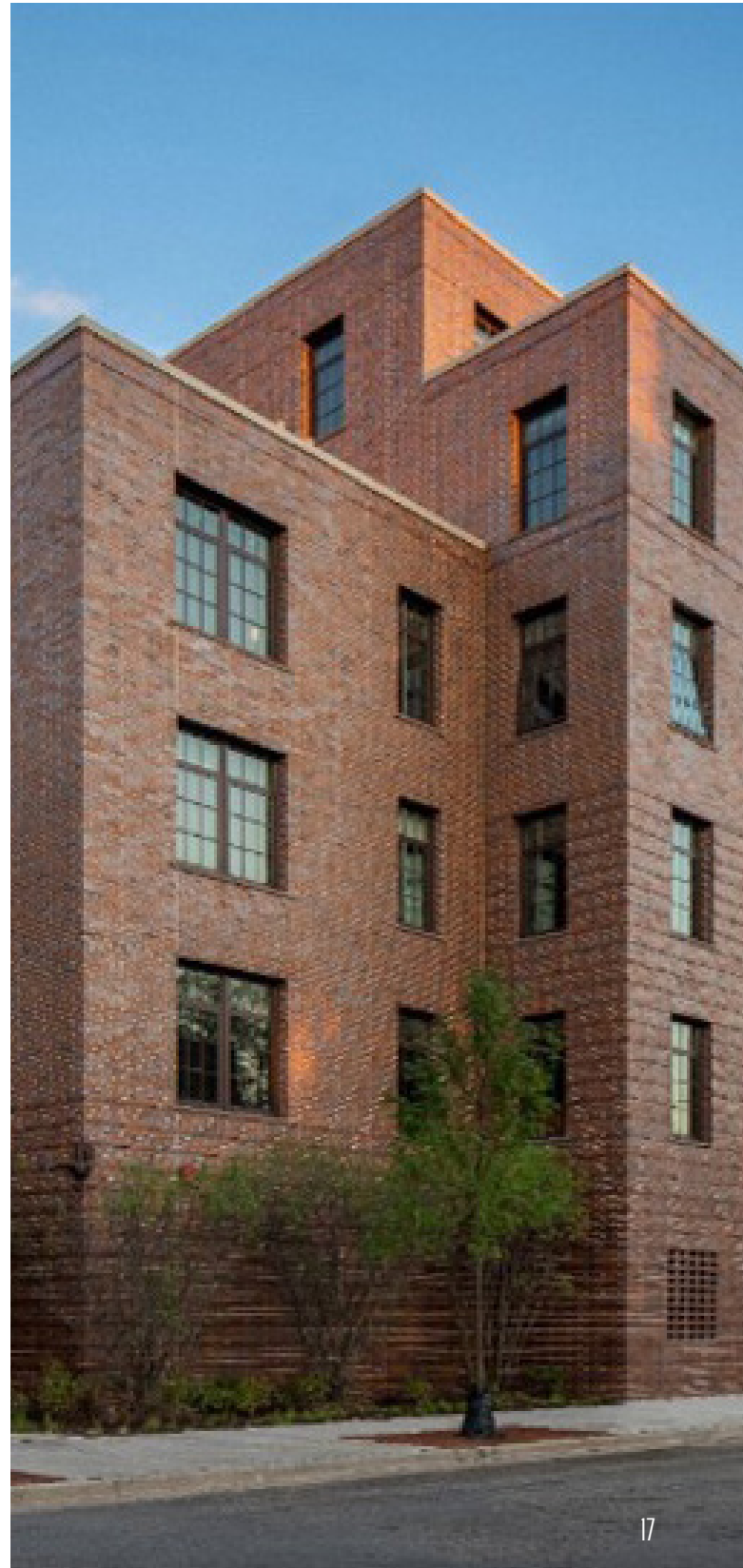


to inclusion on the draw. Stored materials can only be paid out to a maximum of 50% of the corresponding line item for that trade. All requirements for the stored material draw shall be followed and is included in the exhibits section of this document.

- It is the responsibility of the general contractor to familiarize themselves with the project site including but not limited to the site conditions, soil reports, utility locations and services, logistics and material deliveries and staging.
- Additional funding for increased construction budget costs shall be the responsibility of the developer or general contractor and not the City of Chicago.
- Winter Conditions , if applicable, must be carried on the owner's sworn statement. This will be treated as a contingency item and will follow all change order procedures. Unused winter condition amounts will be returned to the City of Chicago.
- Construction performance surety: payment and performance bond must be obtained by a company acceptable to the City equal to 100% of the cost of construction of the development.
- Construction performance surety in the form of either
  - a. Payment and Performance Bond by a company approved by the City equal to 100% of the cost of construction of the development or if the GC or GC JV partner is BIPOC owned,
  - b. Unconditional, irrevocable commercial letter of credit, issued by a financial institution approved by the City of Chicago, in an amount equal to 25% of the cost of construction of the development.
- A 10% retention on all line items shall be held for all line items on the general contractor's sworn statement. (Including General Conditions/Requirements, Overhead, and Profit) until 90% completion of the project. A reduction to 5% can be made at the 90% completion of the entire project where it shall stay until 100% project completion. A retention reduction form must be filled out and submitted to DOH Construction Services for each subcontractor request. Early retention reduction may be considered by DOH CAC with the following conditions met:
  - Subcontractor requesting reduction is

100% complete for the total contract amount and scope of work on their agreement.

- All short term compliance obligations have been met for that subcontractor.
- Architect of Record will issue a letter stating they have reviewed the completed work and no outstanding corrective work/punch list remains for this subcontractor.



When a contractor is acting in the capacity as a general contractor, they must provide all the functions typically associated with the position. General contractors are responsible for the overall construction management and tasks involved from the project's commencement through completion.

Functions include, but are not limited to:

- Scheduling
- Coordination of the trades
- Supervision
- Safety
- Program compliance
- Monitoring
- Other means and methods required to complete the construction of the project.

DOH, Construction Services will not allow for a straw general contractors or firms reaping the benefits and fees associated with the general contractor's title. Subcontracting functions must not be given to another general contractor or separately contracted individuals to perform these duties in place of a primary employee of the general contractor. General contractors are ex-

pected to be on site during construction at least daily and maintain a daily log documenting the progress of the work to be available for review by DOH. Any side agreements or kickbacks will result in forfeiture of any future work with the City of Chicago.

DOH encourages general contractor joint ventures (JV) that include a minority owned general contractor firm with a minimum of a 25% ownership interest in the JV. The minority owned firm must be certified by a reputable certifying entity acceptable to DOH

Additionally, the MBE JV partner must actively participate in functions described above that contribute to the overall construction project and representatives from all parties must document their project activities. Joint ventures created for the project must have a formal joint venture contract, submit a Schedule B document (see exhibit D) that outlines the MBE's role in the JV and participate in the bidding process. The joint venture must create a single purpose JV entity for the project and this entity name must appear on all construction related documents including the permit.





## 4.2 Construction Contingency

Construction Contingency must be carried on the owner's sworn statement and be 5% for new construction and 10% for renovation projects and must be based on the total construction contract amount. The construction contingency can only be used to fund DOH CAC approved changes to the approved scope of work. The general contractor's sworn statement must include all costs necessary to complete the proposed project including, but not limited to materials, labor, supervision, all permit corrections, restoration agreement scope of work, logistics, staging, all utility coordination scope of work, work included on the as for construction documents. Contingency cannot be carried by any subcontractor.

The general contractor and subcontractor are limited to profit of six (6) percent. Change orders submitted by the general contractor for self-performed work or a related entity can only include actual material and labor costs with no profit, overhead, or general conditions. All change orders must be submitted to DOH CAC for review and written determination. Once the review is completed a written response will be generated by DOH and provided to the general contractor either authorizing the use of contingency funds or the request is a developer fee or if more information is required for change order authorization. Change orders not submitted timely, fully, or accurately will likely result in delayed responses as well as DOH draw authorizations being delayed.

When a change order is requested for use of contingency funds the following must be submitted to DOH Construction Services prior to any work taking place or material ordered for that change order:

- An unexecuted copy of an AIA G701 Change Order form
- The owner and developer must include a detailed letter from the architect of record rationalizing all change order requests, all documentation supporting the subject change order, which may include plans, sketches, photographs, subcontractors, and general contractors' proposals.
- All change orders will only be allowed to in-

clude a 6% profit markup by the subcontractor and a 6% markup by the general contractor. No general conditions or overhead markup is allowed by either party. Change Orders for self-performed shall only include only one 6% markup.

- Any other documents to justify the change, including the GC's documentation that support the change order.
- The architect and general contractor must ensure items requested on change orders are not included in the plans, specifications, or other contract documents.
- The general contractor must document conditions before implementing the change order and provide DOH Construction Services with subsequent documentation and photographs. DOH Construction Services will verify pre-existing conditions as well as the change order's final product.
- If the change order involves self-performed work by the general contractor or related entity three bids may be required and requested by DOH CAC.

All changes orders must include all effected trades, if applicable, and are to be submitted as a group for review and written determination. If a single change order is received DOH CAC assumes that there are no other subsequent or related change orders forthcoming as related to the submitted change order. All change orders must be submitted within one pay period of appearing on the PCO log or will be considered resolved and may not be eligible for contingency.

Any cost savings from any line item on the contractor sworn statement (CSS) must be carried as a separate line item on the CSS. This savings line item must be used prior to a request to use contingency funds. All uses of the savings line item must be approved by DOH CAC and must be appropriately accounted for on the CSS.

DOH Construction Services will review all submitted change orders and issue written determinations within 10 working days of submission. All change orders cannot appear on payout authorization requests until the development team has received DOH written confirmation authorizing the change order. Any work performed prior to DOH approval is at the risk of the developer.

## 4.3 Change Orders

Owners and or developers assume all risk in construction cost increases for materials or labor and in completing change order work prior to DOH CAC written authorization. Contingency funds will not cover costs associated with work performed outside the general contract and scope of work.

All changes orders regardless of funding source, amount, or scope of work are to be submitted to the City of Chicago DOH CAC for review and a written determination. All change orders are to be submitted according to policies and procedures of this manual and DOH CAC. Acceptable uses of contingency include unforeseen but required changes to the scope of work and cannot be used for items such as material changes, labor, overtime, upgrades, and pricing increases. Work and disbursements of funds are to be made only after DOH Construction Services written determination of the change orders to the construction contract. Any unused contingency will be retained by DOH.

DOH CAC retains the right to deny use of contingency for any change order not in alignment with the ATS manual or other DOH policy.

The following criteria will be used for a change order determination of an unforeseen condition:

- **Concealed Condition** – Unforeseen items revealed as a part of normal construction activity either underground, within walls or hidden from view prior to removal of existing items not anticipated as part of the original design and are not shown within the approved construction documents or reports. DOH CAC expects the Architect of Record along with the selected General Contractor to have completed an adequate amount of selective demolition for renovation projects to properly anticipate concealed conditions prior to the completion of the construction documents and construction approval.
- **Construction Cost Increases** – If the cost increases are proven to be caused by market uncertainty and the rapid rise in construction material costs, the funds from the construction Contingency may be used to pay for the cost increases.



The following criteria will be used for a CO determination of a project's upgrade (betterments):

- **Improvement made in the design material quality, quantity, or performance** to provide a better environment for the residents than what is represented in the approved construction documents and is listed on the preapproved value engineering list prior to closing.

The following will be used for a change order determination for use of contingency funds for a requested change order:

- **Contractor Negligence** – Any damage or neglect by the Contractor occurring as part of the general construction of the project, or during delivery of materials
- **Building Code Related Issues** – are foreseeable costs, which should have been included within the project's original design to meet local code restrictions.
- **Architects, engineers and errors and omissions**





sions and additional architectural and engineering fees – design items, beyond the AIA Standard of Care, of up to 5% or the original contingency amount, which are not coordinated within the approved construction documents, or missing materials which would be necessary to complete proper construction or maintain a product warranty.

- **Damage or theft:** The general contractor is solely responsible for securing the project throughout the full construction period. The Developer and/or GC are primarily responsible for having sufficient insurance coverage to fund any losses due to damage, theft or other occurrences covered in their policy. This includes cost to cover insurance deductibles, as the responsible party is responsible to cover their own insurance deductibles as their cost of doing business.
- **Seasonal Constraints-** such as winter conditions, or other costs that could result in scheduling delays. These items should be anticipated and included in the original construction budget or paid through available General Conditions costs.
- **Material and delivery delays:** Any delays in logistics (ordering, material transit, material availability), and all effected trades by this delay and scheduling will not be eligible for contingency use.
- **Other:** Any additional architectural, engineer-

ing, or other services outside of the scope of work that may be required. This includes construction related delays or time extensions resulting from additional scope, extended warranties, contractor incentives, or overtime or premium time, time extension may not be eligible.

- **Coordination:** Any change orders submitted requiring changes to room designs, mechanical, plumbing, electrical runs and routing, structural locations, etc. as a result of layouts not complying with code, routing between systems or equipment manufacturer clearance requirements will be determined to be an error and omission.

If the Developer receives a written determination of “developer fee”, it is the position of DOH CAC the developer should review the change order and reconsider if it is worthy of an increase in the contract value. We encourage the project developer to review their contract as well as the general conditions to the contract and take proper action under these documents.

Contingency cannot be utilized for off-site improvements, soft costs, vehicles, developer fees, resident services, management and operations, items not related to the project, or other non-construction items. Upgrades or betterments will be reviewed on a case-by-case basis.

## 5.0 Codes, Regulations, and Policy

The following standards are supplemental to basic standards established by applicable building codes, local zoning, and other applicable regulations. In addition, these standards are supplemental to other applicable design standards promulgated by DOH. Where two standards govern the same condition conformance to the most restrictive standard is required. All improvements must follow the most current adopted Chicago Building Code.

- DOH ATS manual – applies to all DOH funded multifamily developments.
- Chicago Building Code - applies to all buildings/projects.
- Americans with Disabilities Act -applies to the common areas open to the public use, such as a property management office or rental office.
- Fair Housing Act - applies to all new multi-family housing consisting of four or more dwelling units.
- Illinois Accessibility Code- applies to all multi-story housing units as defined and governed by the Environmental Barriers Act (EBA).
- Section 504 of the Rehabilitation Act 1973 - applies to recipients of federal financial assistance.
- Minimum Property Standards for Housing (MPS) US Department of Housing and Urban Development (HUD)
- Title 89 Illinois Administrative Code. Subpart B: Supportive Living Facilities
- Multifamily Accelerated Processing (MAP) Guide
- Lead Based Paint- The project shall comply

with the applicable lead-based paint regulations. All federally assisted projects having units constructed before 1978 must comply with Title X of the Housing and Community Redevelopment Act of 1992. In addition, all properties and/or units must comply with the Environmental Protection Agency (EPA).

- Asbestos Containing Material- All federally assisted projects must comply with EPA 40 CFR 61.145 and all other HUD, EPA, IEPA, Illinois Department of Public Health (IDPH), and local/municipal regulations.
- Radon- All federally assisted projects must comply with the Illinois Emergency Management Agency Radon program and the EPA's radon guidelines. When radon mitigation is required at minimum a passive- future active system shall be installed.
- Mold Considerations- All codes to inspection and removal need to be followed.
- All Compliance Regulations for Wages, Hiring, MBE/WBE must be followed as applicable.



## 6.0 Multi-Family New Construction

DOH's multifamily new construction and rehabilitation goals include the creation of high-quality affordable housing that is safe, energy efficient, functional, accessible, visitable, sustainable, and effective in reducing long-term maintenance costs. Good design is essential and must embody social and community objectives exceeding basic code requirements such as incorporating components of the seven principles of universal design, utilizing environmentally friendly materials, and insuring projects are more cost effective to construct and operate for both the tenant and owner.

### 6.0 Residential Buildings and Unit Requirements

The following are minimum heated area requirements. Final design and incorporation of all required program (delineated in sections below) should be the final determinant of the final square footage of the dwelling unit:



| Unit Size  | Bathrooms            | # of Residents | Attached Units |
|------------|----------------------|----------------|----------------|
| SRO        | 1                    | 1              | 350 sq. ft.    |
| Efficiency | 1                    | 1              | 420 sq. ft.    |
| 1 Bedroom  | 1                    | 1-2            | 600 sq. ft.    |
| 2 Bedroom  | 1 - 1.5              | 2-4            | 875 sq. ft.    |
| 3 Bedroom  | 1 <sup>3/4</sup> - 2 | 3-6            | 1,100 sq. ft.  |
| 4 Bedroom  | 2                    | 5-8            | 1,250 sq. ft.  |

## 6.1 Living Room

Minimum wall dimensions must be 11' – 6" and sized for the anticipated household size.

## 6.2 Entry Closet

| Unit Size               | LF* |
|-------------------------|-----|
| Efficiency              | 2.5 |
| 1 Bedroom               | 3   |
| 2 Bedroom               | 3   |
| 3 Bedroom               | 4   |
| 4 Bedroom               | 4   |
| *Standard 24-inch depth |     |

## 6.3 General Storage

General storage space must be included for all DOH funded projects so future residents can safely store cleaning supplies, vacuum, children's bikes, toys, seasonal items, etc. The total square feet required is cumulative and may be a garage, closet, dedicated storage area outside of unit. Total of all storage areas must meet the following requirements:

| Unit Size                        | SF* |
|----------------------------------|-----|
| Single Room Occu-<br>pancy (SRO) | 5   |
| Efficiency                       | 6   |
| 1 Bedroom                        | 10  |
| 2 Bedroom                        | 25  |
| 3 Bedroom                        | 30  |
| 4 Bedroom                        | 33  |

## 6.4 Kitchen/Dining Area

- An eat-in kitchen may be substituted for dining room/area if kitchen and dining area are appropriately sized for the intended household size plus two (2) guests. A 4' long island or peninsula (minimum) may be used in lieu of designated dining room area in 2-bedroom and smaller dwelling units.
- A dining room or separate eating area is required in 3-bedroom and larger dwelling units.
- The dining room area must be appropriately sized and accommodate the following:
  - 2-bedroom dwelling units: Table w/ four (4) chairs
  - 3-bedroom dwelling units: Table w/ six (6) chairs



- ≥4-bedroom dwelling units: Table w/ seven (7) chairs
- Must have window to exterior or opening to living room with window.
- No aluminum blinds throughout dwelling unit.
- The solid surface countertops shall be made of new, durable, easily cleaned materials. No plastic laminate countertops.
- The dining room must have hard surface flooring.
- GFCI outlet or breaker.
- All kitchens shall be designed in such a way to be easily convertible to meet full accessibility requirements.

#### Cabinets:

All units must have kitchen cabinet or other storage areas, such as a pantry, proportionate to the unit's size meeting the following:

| Unit Size  | Lineal Feet of Base Cabinets | Lineal Feet of Upper Cabinets |
|------------|------------------------------|-------------------------------|
| SRO        | 3                            | 2                             |
| Efficiency | 4                            | 3                             |
| 1 Bedroom  | 5                            | 4                             |
| 2 Bedroom  | 6                            | 5                             |
| 3 Bedroom  | 7                            | 6                             |
| 4 Bedroom  | 7                            | 6                             |

- Reduction of base cabinet LF requirement if providing pantry cabinet (Example: if pantry cabinet is 100% storage and is 2 LF then 2 LF can be eliminated from the base cabinet requirement). No reduction allowed if pantry cabinet is broom closet.
- Additional cabinetry may be substituted for no more than 25% of the cabinetry elsewhere. For example, if ten feet of base and uppers each are required, and 15 feet of base cabinets are provided; only 2.5 feet credit may be applied to the uppers leaving 7.5 feet of uppers required. Cabinet requirements do not include the sink base cabinet.

#### Cabinet specifications:

- All new kitchen cabinets shall have solid wood face or a high-pressure laminate (HPL) doors and drawer fronts.
- Drawer-box construction shall have dovetail or reinforced joint construction.
- All new kitchen cabinets shall have solid plywood box construction. No MDF or laminate boxes, cabinet drawers or door fronts allowed.
- All cabinet drawers and doors shall have accessible hardware.

Kitchens must include countertop work areas for food preparation. The minimum length must be as follows:

| Unit Size                                      | LF* |
|--|-----|
| SRO**  | 3   |
| Efficiency                                     | 4   |
| 1 Bedroom                                      | 6   |
| 2 Bedroom                                      | 7   |
| 3 Bedroom                                      | 7   |
| 4 Bedroom                                      | 8   |
| *Excluding sink, appliances<br>**Includes sink |     |



However, all units must have counter tops that meet the following criteria:

- Counter space on both sides of range
- Minimum of 15" counter space on at least one (1) side of refrigerator
- Minimum of 18" of counter space on at least one (1) side of sink

Appliances:

The following must be provided:

- All units with two or more bedrooms must be equipped with 30" wide range/self-cleaning oven.
- All other unit types shall be equipped with 24" (min.) range/oven.
- Appliances must be UL (Underwriters Laboratories) listed and approved appliances.
- Range exhaust must be provided
- All appliances provided must have a minimum one-year warranty.
- A protective shield must be provided for the section of wall directly behind all ranges and on any abutting partition. Protective shields can be high-pressure plastic laminate, ceramic tile, enameled steel, or stainless steel.
- Frost Free refrigerator and freezer minimum of 14 cu. ft. for one bedroom and smaller dwelling units.

- All kitchen sinks shall be double compartment (33"x 22" min.), 7" deep minimum. Exception: Efficiency dwelling unit/Single Room Occupancy (SRO), accessible unit, or when unit equipped with dishwasher.
- Kitchens must have luxury vinyl tile (LVT) that is no less than 6 millimeters thick, wood, ceramic tile or equal on the floors.
- Task lighting above kitchen range and kitchen sink.

## 6.5 Bathrooms

All bathrooms provided shall be 100% visitable. Full bathrooms must include a vanity, water closet and have a bathtub with showerhead. Half bathrooms must include vanities and water closets.  $\frac{3}{4}$  bathrooms must include a vanity, water closet and shower. The following are required for each bathroom type:

- A minimum of half (1/2) bathroom required at entry level of any two-level, dwelling unit.
- A minimum of one full bathroom required at 2-bedroom and smaller dwelling units.
- A minimum of (1  $\frac{3}{4}$ ) bathrooms required at 3-bedroom and larger dwelling units.



In 3-bedroom or larger dwelling units, DOH encourages main bathroom to be compartmentalized for simultaneous, multiple use.

The following are required for all bathroom types:

- GFCI outlet and breaker.
- Recessed medicine cabinet with mirror or other combination of appropriate storage and mirror.
- Towel bar(s.)
- Toilet paper holder.
- Shower curtain rod.
- Linen closet or 30-inch-wide vanity cabinet.
- Bathrooms must have LVT (at least 6 mm thick), ceramic tile or equal on the floors.

Cabinet specification:

- All new bathroom cabinets shall have solid wood face-frames or a high-pressure laminate (HPL) doors and drawer fronts.
- Drawer-box construction shall have dovetail or reinforced joint construction.
- All new bathroom cabinets shall have solid plywood box construction. No MDF or laminate boxes, cabinet drawers or door fronts allowed.
- All cabinet drawers and doors shall have accessible hardware.

## 6.6 Bedrooms

Primary or master bedrooms must comply with the following:

- Least Dimension shall be 10'-0".
- Least square footage shall be 120 sq. ft.
- Window to exterior for natural lighting.
- No aluminum blinds, throughout dwelling unit.
- Closet (5 lineal ft. of net rod/shelf length).
- Closet shelving must be adjustable.
- Door and walls to ceiling for privacy.
- Ceiling mounted light fixture in all bedrooms.
- Arc Fault outlets.
- Closet area is not to be calculated in the bedroom square footage.
- Exception: Efficiency Dwelling Unit/Single Room Occupancy (SRO).

Secondary bedrooms must comply with the following:

- Least dimension 9'-0".

- Least square footage shall be 110 sq. ft.
- Window to exterior for natural lighting.
- Closet (4 lineal ft. of net rod/shelf length).
- Door and walls to ceiling for privacy.
- Ceiling mounted light fixture in all bedrooms.
- Arc Fault outlets.
- Closet area is not to be calculated in the bedroom square footage.

## 6.7 Security

A full security plan identifying all camera locations, security doors, and other security features are to be provided as part of the construction document set prior to closing and a full proposal submitted to DOH CAC for review, comment and approval.

One or more of the following is required:

- Security staff
- Cameras
- Alarm systems

Hallways and entrances must have access control such as access card, keyed or fobbed door hardware.

## 6.8 Broadband

Installation of broadband infrastructure must be provided in each unit.

## 6.9 Refuse and Recycling Rooms

All multifamily multiple floor developments must incorporate a trash chute with trash room in their proposal. Chutes and or rooms must be accessible. Adequate space for the designated amount of refuse storage containers and/or trash compactor must be accommodated. A direct route from the trash collection room to the exterior loading or dumpster location must be provided.

The following below are required at a minimum:

- Double doors to exterior and from trash room.  
A concrete slab shall directly link access from



this area to the exterior pick up point.

- Floor drains and hose bibs shall be provided at these trash termination locations.
- Walls on route from trash room to exterior must be made of a durable material to with stand damage.
- Flooring and walls in trash room must be made of a material that is durable and easily washable.
- Refuse collection and compactor rooms shall be mechanically ventilated.
- Exception: rehabilitation projects will be reviewed on a case-by-case basis and a final determination shall be made by DOH CAC.



## 6.10 Laundry Facilities

Either in unit laundry or common laundry must be provided in all buildings. In unit laundry facilities:

- All units must have front load side by side washer and dryer. Appliances must be carried in the construction budget or the FFE line item on the owner's sworn statement.
- An in-unit laundry area will not be counted toward your bulk storage requirements and cannot be used as tenant storage for the unit.

Common laundry facilities:

- Common laundry facilities are required unless an in-unit laundry is provided in each dwelling unit.
- One washer and one dryer per 12 units.
- A utility sink is to be provided.
- An adequately sized folding table is to be provided for the common laundry.

## 6.11 Elevators

All multifamily and senior buildings must have at least two accessible elevators. One of the two elevators must function as a freight elevator and must be adequately sized for use for move ins and maintenance related tasks.

## 6.12 Entrance

Adequate area sheltering individuals from the elements must be provided at all entry point of the proposed building. These areas should be illuminated and designed in keep with the architectural intent of the proposed design. The following items should be considered when design the entry area:

- Illumination for not only safety but highlighting architectural characteristics in the evening hours.
- Easily identified entry point from all directions of the elevation.
- Illuminated and easily identifiable address / building signage.



## 6.13 Heating and Cooling Systems

- All units must be heated and air-conditioned. No seasonal window A/C units are allowed.

## 6.14 Windows

- Window treatments for each unit, such as mini blinds (non-aluminum) or curtains and insect screen.
- All window controls and locks are to be at accessibility reach ranges/

## 6.15 Amenities

- All non-elderly multi-family projects: include a fully equipped indoor or outdoor playground or tot lot appropriately sized for the Project unless otherwise approved by the DOH CAC. A minimum of 600 sq ft is to be provided for up to 100 units. Play areas for younger children shall be centrally located and surrounded by dwelling units. An accessible route must

be provided to the play area. The ground surface of the play area shall be stable, firm, and slip resistant. All play components that are provided, they shall be ADA approved

- Non-Family oriented multi-family projects must provide an outdoor or indoor activity space appropriately sized for the Project such as a movie, exercise, or outdoor vegetable garden, etc. A minimum of 600 sq ft is to be provided for up to 100 units. Outdoor recreation facilities, if provided must be on an accessible route.
- Each proposed project should include a creative flex space that address the tenant population with services, uses, or activities that will be utilized and not generic community room space. It is encouraged to think outside the box and program spaces that will be utilized by in some circumstances the resident tenants and the public.
- Senior Housing, Supportive Housing and SLF projects: include a furnished multipurpose or activity room.
- A separate workroom or repair shop having vehicular access, shall be appropriately sized and include storage facilities, a utility sink, toilet facilities, and work bench for maintenance staff.



## 7.0 Multi-Family Rehabilitation

Rehabilitating Chicago buildings from an equity perspective includes ensuring DOH funded projects are energy efficient, functionable, sustainable, effective in reducing long term maintenance costs and the final product is decent, accessible & visitable, safe and sustainable. Rehabilitation or adaptive reuse of DOH funded housing projects must comply with all sections of the ATS manual. Any exceptions to the provisions to the manual for proposed project must receive written approval from DOH CAC. All housing undergoing rehabilitation must meet the requirements associated with an Physical Needs Assessment (PNA), accessibility assessment, environmental review, energy audit, capital needs assessment, other inspections, and preliminary scope of work/cost estimate.

Rehabilitation projects at Stage II Design should evaluate the energy efficiency of the building and propose as many enhancements as feasible in providing a more sustainable building – perimeter insulation, efficient windows and roofing system, insulated doors, and energy efficient mechanical and plumbing systems and incorporate features that can offset operating costs such photovoltaic, solar thermal panels, smart building items etc. The scope of work for the proposed rehabilitation project, as presented to DOH for financing, should improve overall building performance and reduce the long-term operating and maintenance costs for both tenants and owners.

A Physical Needs Assessment (PNA) and energy audit are required at Stage II Design and must be prepared by a third-party architect or engineer entity that is unaffiliated with the ownership and

property management entities. The PNA must include a life expectancy analysis including estimated age, Expected Useful Life (EUL), and Effective Remaining Life (ERL). The PNA must include the minimum of the following elements:

- Structure
- Exterior
- Interior
- Stairs, Exterior and Interior
- Mechanical Systems
- Electrical Systems
- Plumbing and Sanitation Systems
- Life Safety Protection Systems
- Kitchen and Laundry Appliances
- Cabinetry, Counters
- Flooring (common and individual units)
- Interior Finishes (common and individual units)
- Common Area Laundry Facilities
- Common Area Trash Facilities
- Site Conditions/Improvements
- Flood risk assessment
- Building code violations
- Accessibility
- Full energy audit following ISO 50002: 2014 Energy Audit Procedures or ASHRAE Energy Audit Level 2 minimum. Walk-thru Audits will not be acceptable.

Rehabilitation and adaptive reuse projects must provide a written request to DOH, Construction Services Division to replace materials and or features at 50% expected useful life (EUL) or more. Any elements that do not meet or exceed 15 years EUL must be included in the rehabilitation scope of work. Items with 75% EUL or more



remaining are ineligible for replacement and use of DOH funds. DOH Construction will review on a case-by-case basis for replacement of items with 75% EUL or more when required to obtain a green certification or other justifications as deemed acceptable to the DOH Construction Services Division.

DOH CAC reserves the right to expand the scope of work proposed for the rehabilitation project.





## 8.0 Senior Housing

All housing constructed with senior units must include the following:

- Sprinkler system, fire alarm system with annunciator panel, hard wired smoke and heat detectors with strobe warning light and hard-wired carbon monoxide detectors in all units and common spaces, emergency call devices in all bedrooms and bathrooms.
- Lever type door handles on all doors.
- Senior Housing, Supportive Housing and SLF projects: include a furnished multipurpose or activity room.
- Grab bars blocking and grab bars in all units and common bathrooms.
- Single lever faucets on all plumbing fixtures.
- Air conditioning in all units and all common area. Window AC units are not allowed.
- Common area emergency lighting system (Type 3).
- Sound Transmission Coefficient (STC) sound rated glass for all windows.
- Active indoor and outdoor space.
- Building security system
- Emergency backup generator, which must include the following areas of service:
  - Common areas, (corridors, stair, halls, elevators, administration area, mechanical rooms)
  - One large gathering area (Community Room)
  - Emergency lights
  - Emergency exit signs
  - Emergency HVAC system in common area, and one large gathering area for at least a

duration of three hours

- Emergency call /pull cord in each apartment bathroom
- Fire alarm system

### 8.1 Supportive Living Facilities

All supportive Living facilities must be approved by the State of Illinois Department of Healthcare and Family Services. Senior Housing, Supportive Housing and SLF projects must include a furnished multipurpose or activity room.



## 9.0 Permanent Supportive Housing (PSH)

The PSH track serves to fund proposals committed to developing permanent supportive housing that is people centered, trauma informed, and low barrier. This track aims to serve individuals at less than 30% AMI who are experiencing or at risk of homelessness. Additionally, this track serves individuals who are returning from institutions or are otherwise unstably housed.

All new permanent supportive housing sites and units constructed must meet the architectural and design standards across the four trauma-informed design categories listed below. For any rehabilitation projects, the standards below should be included to the greatest extent possible.

| Personal Control  | Safety   | Community  | Beauty/Meaning   |
|---|--|--|--|
| Units contain tenant-controlled AC and/or heat                        | Non obstructed lines of sight in common areas and hallways                           | Enclosed outdoor area where smoking is allowed   | All projects shall orient and provide fenestration for maximum solar gain / minimum solar loss   |
| In unit washer/dryer  | Trash chute to be in unobstructed hallway  | Providing a de-escalation room and/or sensory sensitive room near public spaces  | "Soothing paint colors" - non-institutional color palette (not all white, etc.), preferably in cool light color spectrum (light blues, greens, purples)                        |
| Giving residents control over task lighting, such as reading lighting | Wayfinding markers throughout common areas and hallways                              | At least 1 communal ritual space located close to an exterior door: to journal, smoke, cook a meal, light a candle, pray, meditate, exercise, create | Stylistic and symbolic ties to the neighborhood and community served: reclaimed and salvaged materials, facade represents the site's cultural history, geology, and ecosystem. |
| Expand STC insulation in bedrooms in all units                        | Ensure adequate lighting, that is property spread out, that does not buzz or flicker | Entry, exit, and all common area doors contain windows to improve sightlines   | Balconies or maybe Juliet or sliders for each unit and/or a substantial outdoor space or all-season area for residents to utilize  |
| Variable lighting in all bedrooms as well as community areas          |  |  | The unit light and vent requirements per CBC must exceed by 20%  |

*\*For buildings that are rehabbed the goal is to achieve these design criteria to the greatest extent possible*

# 10.0 Accessibility

## 10.1 New Construction/Extensive Rehabilitation

**Visitable Units:** Dwelling units connected to an elevator and all ground floor dwelling units in newly constructed buildings without elevator services must be visitable units. The visitable dwelling units must comply with the Chicago Building Code Type C unit requirements.

**Type A:** Minimum of 36% of dwelling units, unless Federally funded.

Federally funded projects: minimum of 31%

**504 Units (Federally Funded):** Projects with 5 or more dwelling units minimum of 10% mobility units and minimum of 4% units accessible to persons with hearing and vision impairments.

## 10.2 Rehabilitation/Adaptive Reuse

**Visitable Units:** Dwelling units connected to an elevator and all ground floor dwelling units in newly constructed buildings without elevator services must be visitable units. The visitable dwelling units must comply with the Chicago Building Code Type C unit requirements to the maximum extent feasible.

**Type A:** 20% of dwelling units to the maximum extent feasible.

**504 Units (Federally Funded):** 5% mobility units & 2% units accessible to persons with hearing and vision impairments. to the maximum extent feasible in conformance with Federal Section 504 requirements.



10.0 Accessibility





# 11.0 Sustainable Building Requirements

In alignment with the City of Chicago's 2022 Climate Action Plan, and in recognition that the climate crisis places a disproportionate burden on low-income residents and communities of color, the ATS now includes new baseline requirements for all new construction funded by the Department of Housing. These requirements are intended to increase energy efficiency, reduce utility bills and operating costs for tenants and building owners, reduce the city's overall carbon emissions, reduce pollution, increase air quality, and support the decarbonization of Chicago's residential building stock.

All new construction funded by the Department of Housing must comply with the following:

- Residential units and residential common spaces must be "all-electric"; no tenant gas hookups
- Development must be "all-electric-ready." This means all building electrical service shall be sized large enough to accommodate all electric appliances, and physical building design provides sufficient space and capacity for all-electric systems.
- All building utilities and appliances shall be electric where the technology to do so efficiently and cost-effectively exists and is readily available. Developers are expected to obtain DOH approval for the installation of any new gas systems in new construction.

All rehabilitation funded by the Department of Housing must comply with the following:

- Physical Needs assessment (PNA) along with an energy audit (following ISO 50002: 2014

Energy Audit Procedures or ASHRAE Energy Audit Level 2 minimum) is to be conducted by an independent qualified entity.

- Any required electrical work, such as building electrical service upgrade or replacement, shall be sized to enable all-electric appliances and building systems, except where explicitly approved by DOH.
- All perimeter/building envelope work shall include insulation and air sealing to the highest possible R value within reasonable cost.
- DOH strongly encourages developers to consider all ways to advance energy efficiency and decarbonization goals in rehabilitation scopes, and reserves the right to require developers to implement particular design elements based on review of PNA and project scope and design.

In addition to the above requirements, all buildings with final total square footage of over 10,000 square feet must participate in Chicago's Energy Benchmarking Program (regardless of classification as new construction or rehabilitation). This program mandates annual reporting of total energy use and data verification every three years. The City and the City's non-profit implementation partner for the benchmarking program provides trainings, guidance, and technical support to aid building owners, and considers applications for pro-bono staff support to facilitate compliance. Under Chicago's current Energy Benchmarking Ordinance, any building over 50,000 square feet within city limits is obligated to participate in this program. DOH now requires participation in this program by any building over 10,000 square feet

within a DOH-funded development.

Adaptive reuse developments, understood to be the redevelopment of existing non-residential structures into residential use, shall be understood to be new construction for the requirements of this section, unless DOH approves consideration of such developments as rehabilitation based on the scope of work.

The requirements in this section are meant to supplement existing building code and city policy, such as the Chicago Energy Transformation Code, Energy Benchmarking Ordinance, Sustainable Development Policy. Where two standards govern the same condition conformance to the most restrictive standard is required.





# 12.0 Design and Construction Review and Submission Requirements

DOH Construction services directs development teams, designers, and project reviewers to look closely at local conditions and produce new buildings enhancing their surroundings. Good design must be in the context of the surrounding neighborhood. Projects on streets with consistent and distinctive architectural characteristics and how they fit into the neighborhood. Projects must promote the use of durable materials that reduce long term maintenance costs, create a healthy living environment for residents, enhance energy efficiency and balance high quality design and materials with cost containment.

## 12.1 Stage II, Design Review Submission Items

Development teams must review the ATS manual and the Department of Planning and Development's Design Excellence: Neighborhood Design Guidelines and incorporate these standards to the building and site design as a minimum. Development teams are required to submit a color PowerPoint presentation and Project Assessment Matrix, as part of the Stage I DOH Multi-Family Financial Assistance application, highlighting the following:

1. Project Narrative
  - a. The Project narrative must summarize in one page the development objectives, site, building construction systems (identify wall, floor, and roof construction) and building design concepts.
2. Massing Study
  - a. Provide two distinct massing studies that speak to either end of the spectrum: mid-density and unit count to high-density unit count. Showcase the visual process/reasoning of getting to these two options.
  - b. Select a preferred alternative
3. Project Context
  - a. Color rendering of the preferred alternative plan within proposed project site(s), include adjacent buildings. For scattered site developments illustrate the proximity of each proposed site.
  - b. Photographs of the site(s), including adjacent buildings.
4. Site Plan
  - a. The conceptual site plan must identify location of structures, easements, landscaping, parking, and outdoor space.
5. Floor Plans
  - a. In lieu of full, detailed floor plans for Stage 1, provide schematic general floor plans, with larger fully dimensioned layouts for each unit type.
  - b. Each unit type must include overall unit and room dimensions, furniture layout for the following rooms: living room, dining room, primary bedroom, secondary bedroom(s), kitchen, and bathroom.
  - c. For bathrooms and kitchen provide cabinet linear feet, type of appliances, flooring, and fixtures.
  - d. General storage, bedroom, entry, and linen closets must be identified and



dimensioned.

- e. Schematic general floor plans must include, identification of general circulation, delineation of location of elevators, stairs, offices, common amenities, refuse and recycling disposal location(s), and common laundry facilities (include number of washers and dryers) with overall dimensions where applicable.
  - f. Conformity to accessibility standards (refer to MOPD requirements).
6. Front, Side and Rear Elevations
- a. Elevation drawings must list type of materials. Drawing must illustrate location of doors, fenestration, and detail roof configuration, and vertical heights.
  - b. Elevations must be shown in the context of the surrounding buildings massing and fenestration treatments.
7. Project Assessment Matrix
- a. Project assessment matrix indicates where design exceeds, meets, and misses the ATS manual requirements.

## 12.2 Construction Document Review

Construction document review must occur prior to construction approval. The following documentation must be submitted digitally in an -ebinder organized format and uploaded to the project SharePoint location provided by DOH CAC staff.

- 12.2.1 Permit construction drawings.
- 12.2.2 Draft general contractor contract with all exhibits.
- 12.2.3 Owners sworn statement.
- 12.2.4 General contractors sworn statement.
- 12.2.5 General contractors bid book in e-binder format, that aligns with contractor sworn statement.

## 12.3 Construction Cost Analysis

11.2 A minimum of three Guaranteed Maximum Price (GMP) competitive and qualified bidders for a general contractor are required. See Developer section 3.0 for requirements related to bidding.

11.3 General Contractor's cost estimate and narrative of the description of work. (Separate

costs for residential, non-residential space, and off-site parking space).

11.4 General Contractor's Sworn Statement. (Upon selection of a General Contractor submission of all bid documents for all bidders and analysis of section/comparison of contractor's bids is required).

11.5 5% construction contingency is required for new construction. The percentages are a factor of the total of these line items: site improvements, demolition, rehabilitation, and other hard costs. Any change in these percentage is subject to the approval of the Deputy Commissioner for Construction & Compliance.

11.6 10% construction contingency is required for rehabilitation construction. The percentages are a factor of the total of these line items: site improvements, demolition, rehabilitation, and other hard costs. Any change in these percentage is subject to the approval of the Deputy Commissioner for Construction & Compliance.

11.7 All changes orders regardless of funding source, amount, or scope of work are to be submitted to the DOH, Construction Services for review and approval/rejection. All change orders are to be submitted according to policies and procedures of the Construction and Compliance Division.

11.8 Memos identifying if a change order has been authorized to access contingency or is a developer fee must be included in payout requests.

11.9 Increases in construction costs that exceed the contingency or not approved change orders will be the responsibility of the developer or general contractor.

11.10 "Winter conditions" line item is to be carried, without exception, on the Owner's Sworn Statement. At the time this line item is to be utilized a change order must be executed in order to transfer the funds to the construction contract.

11.11 All permit addendums are incorporated into the final set of permitted construction documents and are forwarded to the general contractor for price adjustments if warranted prior to receiving a Notice to Proceed.

11.12 Permit corrections that were made during the permit review process cannot be used as a change order.

## 12.4 Preconstruction Approval

The following documents must be submitted to Construction Services in a timely manner for review and approval to proceed sequentially with closing. No early construction starts are allowed without written approval from Construction Services Deputy Commissioner. Notice to proceed is not issued until all due diligent and executed documents delineated below are submitted and approved by Construction Services.

1. General Contractors sub-contractor bid book
2. Owner's Sworn Statement
3. General Contractor's Sworn Statement
4. GC Contract with all exhibits
5. GC Insurance
6. Pre-permit drawings
7. Specification book
8. Ordinance
9. Permit
10. Issued for construction drawings
11. Escrow Agreement
12. Risk Management approval
13. Outreach Summary
14. Environmental Clearance
15. Mayor's Office for People with Disabilities (MOPD) Data Sheet
16. Owner/architect agreement
17. Compliance meeting letter
18. Performance bond
19. RDA
20. All architect corrections and addendums
21. Value engineered list
22. Construction Schedule





## 13.0 Resources and Acknowledgments

- 2019 Rental Design and Construction Standards – Minnesota Housing Dept.
- Illinois Housing Development Authority Standards for Architectural Planning and Construction – Illinois Housing and Development Authority
- HPD Design Guidelines - NYC Department of Housing Preservation & Development
- Municipal Code of Chicago (Building & Zoning) – City of Chicago
- Americans with Disabilities Act (ADA) 2010
- Fair Housing Act
- Illinois Accessibility Code
- Section 504 of the Rehabilitation Act 1973
- Minimum Property Standards for Housing (MPS) -US Department of Housing and Urban Development (HUD)
- Title 89 Illinois Administrative Code. Subpart B: Supportive Living Facilities
- Affordable housing Incentives Guidelines – City of Los Angeles
- Covington, George and Hannah, Bruce Access By Design. New York, Van Nostrand Reinhold 1997.
- Preiser, Wolfgang and Ostroff, Elaine editors. Universal Design Handbook, New York, McGraw Hill 2003.
- Goldsmith, Selwyn Universal Design, A Manual of Practical Guidance for Architects. Oxford, Architectural Press. 2000
- Leibrock, Cynthia Beautiful Barrier Free, A Visual Guide to Accessibility. New York, Van Nostrand Reinhold 1993.
- Steven Winter Associates, Accessible Housing By Design, Universal Design Principles in Practice. New York, McGraw-Hill 1997.
- Affordable Housing Design Guidelines Booklet – City of Springfield Missouri
- Housing Authority of the City of Milwaukee (HACM)
- Residential Construction Performance Guidelines for Professional Builders & Remodelers, Fourth Edition – BuilderBooks NAHB
- NASCLA Residential Construction Standards- NASCLA
- Residential Construction Performance Guidelines, Fifth Edition – NAHB
- Best Practices Guide to Residential Construction: Materials, Finishes, and Details by Steven Bliss, published by Wiley
- ANSI/ASHRAE/IES Standard 90.2-2018 Energy-Efficient Design of Low-Rise Residential Buildings
- Active Design: Affordable Designs for Affordable Housing - The Center for Active Design

## 14.0 Definitions

Unless otherwise expressly stated, the following terms shall, for the purposes of the Standards, have the meaning shown in this Section. Where terms are not defined in this Section, they shall have ordinarily accepted meanings such as the context implies.

**Accessible Dwelling Unit:** A unit that is approached, entered, and used by physically challenged people and designed to meet all applicable code requirements.

**Accessible Route:** A continuous unobstructed path connecting all accessible elements and spaces of a building, unit or facility. Interior accessible routes may include corridors, doorways, floors, ramps, elevators, lifts, skywalks and tunnels. Exterior accessible routes may include parking access aisles, curb ramps, crosswalks at vehicular ways, walks, ramps, and lifts.

**Accessibility Standards:** Accessibility standards mean the Federal Fair Housing Act, Illinois Accessibility Code, Americans with Disabilities Act, local building codes, and Section 504 of the 1973 Rehabilitation Act.

**Adaptability or Adaptable:** The ability of certain building spaces and elements, such as: kitchen counters, sinks, and grab bars, to be added or altered so as to accommodate the needs of individuals with or without disabilities or to accommodate the needs of persons with different types or degrees of disability.

**Adaptable Dwelling Unit:** A dwelling unit constructed and equipped so it can be converted with minimal structural change for use by persons with different types and degrees of environmental limitation.

**Adaptive Reuse:** The process of converting or adapting structures for purposes or uses other than those initially intended.

**Addition:** An expansion, extension, or increase in the gross floor area of a building or facility.

**Alteration:** Any modification or renovation that affects or could affect the usability of the building or facility or part of the building or facility. Alteration includes\*, but is not limited to, remodeling, renovation, rehabilitation, reconstruction, historic preservation, historic reconstruction, historic restoration (as separately required in Section 202.5 of the Illinois Accessibility Code), changes or rearrangement of the structural parts or elements, extraordinary repairs (as defined herein), changes to or replacement of plumbing fixtures or controls, changes or rearrangement in the plan configuration of walls and full-height partitions, and changes or improvements to parking lots (as separately required in Illinois Accessibility Code Section 202.3.3)

\*The following work is not considered to be an alteration unless it affects the usability of the building or facility: normal maintenance, re-roofing, interior or exterior redecoration, changes to mechanical and electrical systems, replacement of plumbing, piping or valves, asbestos removal, or installation of fire sprinkler systems. (Section 3, Environmental Barriers Act - EBA).

**Architect/Engineer of Record:** An architect, professional engineer, or structural engineer as defined by the Illinois Architecture Practice Act, the Illinois Professional Engineer Practice Act, or the Illinois Structural Engineering Licensing Act who has the contract responsibility for the project, who prepares the construction documents from which the building is constructed, and who signs the required documents.

**Architect/Engineer-Consulting:** An architect, professional engineer, or structural engineer as defined by the Illinois Architecture Practice Act, the Illinois Professional Engineering Practice Act, or the Illinois Structural Engineering Licensing Act who provides his professional services such as civil, mechanical, electri-



cal, and plumbing engineering and design, to the “Architect of Record”.

**Area, Gross:** The total area of a building or part of a building measured from the outside face of the exterior walls, including areas of usable or occupiable basements, but not including areas of basements used for storage or mechanical purposes only, overhangs, and mechanical penthouses on the roof.

**Area, Net:** The total usable or occupiable area within the enclosing walls or partitions exclusive of shafts, partitions, columns, walls, elevators, stairs, permanent fixtures, toilet rooms, janitor closets, and mechanical, electrical, and telephone rooms.

**Area of Rescue Assistance:** An area, which has direct access to an exit, where people who are unable to use stairs may remain temporarily in safety to await further instructions or assistance during emergency evacuation.

**Building Code, Applicable:** The building code and applicable amendments, adopted by the administrative authority under whose jurisdiction the work involved with the construction, addition, alteration, or change of occupancy will be carried out.

**Change Order (CO):** A written request prepared on A.I.A. Form G701 that changes the scope of work from the Department’s approved drawings and specifications. The change order must be presented to the Department’s field representative for review. A written determination will be provided to the Developer from the Department before requesting the payment on a draw.

**Clear Floor Space:** The minimum unobstructed floor or ground space required to accommodate a single, stationary wheelchair and occupant.

**Common Use or Common Areas:** Areas (including interior and exterior rooms, spaces, or elements) which are held out for use by all tenants, their guests, and owners in public facilities and multi-story housing units.

**Construction Contingency or Contingency:** Amount of money allocated to the project by the Department to the project Developer to pay for construction related cost approved by the Department. The value should be equal to 5% of new construction hard costs, and 10% of rehabilitation hard costs. Allocation of these funds shall follow the policies and procedures outlined in the Change Order Section of this manual.

**Cross Slope:** The slope that is perpendicular to the direction of travel (see Running Slope).

**Curb Ramp:** A short ramp cutting through a curb or built up to it.

**Detectable Warning:** A standardized surface feature built in or applied to a walking surfaces or other element to warn people with visual impairments of hazards on the circulation path. The State of Illinois has adopted the truncated dome standard with a contrasting color to the base surface.

**Dwelling Unit:** A single residential unit which provides a kitchen or food preparation area, in addition to rooms and spaces for living, bathing, sleeping, and the like.

**Efficiency or Studio Unit:** A unit used or intended to be used as a residential unit by not more than one occupant for living, sleeping, bathing, and cooking facilities. The unit shall contain not less than the area indicated in the manual.

**Emergency Warning System:** A fire alarm, carbon monoxide, smoke or heat detector system used to activate emergency audible and visual alarms.

**Entrance:** Any access point to a building or portion of a building used for the purpose of entering. An entrance includes the approach walk, the vertical access leading to the entrance platform itself, vestibules, if provided, and the entry door or doors or gate or gates.

**Environmental Barrier:** An element or space of the built environment which limits accessibility to or use of the built environment by environmentally limited persons.

**Exit:** That portion of a means of egress which is separated from all other spaces of a building or structure by construction or equipment as required by the applicable building code to provide a protected way of travel to the exit discharge. The walls ceiling, and openings therein, of the protected way of travel shall provide a fire resistance rating required by the applicable building code.

**Exit Access:** That portion of a means of egress that leads to an exit.

**Exit Discharge:** That portion of a means of egress between the termination of an exit and a public way.

**Extraordinary Repair:** The replacement or renewal of any element of an existing building or facility for purposes other than normal routine maintenance. It includes but is not limited to: replacement of sidewalk and curb ramp, replacement of a door and frame, complete stair replacement and plumbing fixture replacement (see Alteration).

**Facility:** All or any portion of buildings, structures, site improvements, complexes, equipment, roads, walks, passageways, parking lots, or other real or personal property located on a site (see Public Facility).

**Floor:** Any level within a building that may be occupied by the public. Mezzanines and seating tiers are not included in the definition of "Floor" in the Illinois Accessibility Code.

**Functional Spaces:** The rooms or spaces in a building or facility that house the primary functions for which the building or facility is intended, and the secondary or supporting functions that relate to the support, maintenance, or performance of the primary functions, including connective or ancillary space such as parking and storage. Unfinished or undeveloped space is included as a "Functional Space".

**General Contractor:** A general contractor (GC) is responsible for providing all of the material, labor, equipment and services necessary for the construction of a project. The GC is responsible for the day-to-day oversight of a construction site, management of vendors and trades and communication of information to involved parties throughout the course of construction.

**Governmental Unit:** The City or any political subdivision thereof, including but not limited to any state, county, town, township, city, village, municipality, municipal corporation, school district, park district, sanitary district, local housing authority, public commission, public authority, or other special purpose district.

**Grade:** The elevation of the finished surface of the ground, paving, or sidewalk within the area between the building and an imaginary line five feet (5') from the building.

**Ground Floor:** Any occupiable floor less than one story above or below grade with direct access to grade. A building or facility always has at least one ground floor and may have more than one ground floor as where a split-level entrance has been provided or where a building is built into a hillside. A building where the first floor containing dwelling units is above grade that floor will be considered the ground floor. For example, a grade level or slightly below grade floor contains parking, laundry, building office, and storage is not considered a ground floor. The first floor in a building of this type containing dwelling units will be considered the ground floor



**Habitable Room:** A room within a residential occupancy and used or intended to be used for living, sleeping, eating or cooking purposes, as well as any room within a residential occupancy but does not include bathrooms, toilet rooms laundries, pantries, foyers, corridors, storage spaces, stairways or closets.

**Historic Building:** All buildings, parts of buildings, facilities or sites individually listed in or eligible for listing in the National Register of Historic Places, a “contributing” building or site in a National Register Historic District as determined by the Illinois Department of Natural Resources (IDNR) State Historic Preservation Officer or as determined by a “Certified Local Government” designated by the IDNR, a building or site designated as a historic or architectural landmark by a local Landmarks Commission or local Historic Preservation Commission, and buildings which undergo historic reconstruction.

**Historic Preservation:** The act or process of accurately preserving and/or recovering the form and details of a historic building and its setting as it appeared at a particular period of time by means of repair, stabilization, or restoration as defined herein. Historic Preservation also includes “Historic Reconstruction and Historic Restoration”.

**Historic Reconstruction:** The act or process of reproducing by new construction the exact form and detail of an original building, structure, object, or part thereof as it appeared at a specific period of time. Historic Reconstruction only applies to reconstruction of buildings which are open to view by the public, are used to demonstrate historic or architectural values, and/or are used for purposes of display of a historic building type, design, and technique of construction or period setting.

**Historic Restoration:** The act or process of accurately recovering the form and details of a building or facility and its setting as it appeared at a particular period of time by means of the removal of later works or replacement of missing earlier work.

**Housing, Financed or Guaranteed by a Government Unit:** Any building, facility or portion thereof, excluding in-patient medical care facilities, which contains one or more dwelling units or sleeping accommodations, and which is owned by or on behalf of a governmental unit, or financed, in whole or in part, for either initial construction or subsequent alteration, by a grant or loan made or guaranteed or other financing by a governmental unit. Such housing may include, but is not limited to, one family dwellings and multi-family dwellings, including multi-story apartment buildings, group homes, dormitories and housing for the elderly.

**Interior Redecoration:** Replacement of interior floor, wall, and ceiling decorative finishes (such as carpet, wall coverings, paint, and paneling), window treatments (such as drapery, blinds, and shades), interior space lighting, fixtures, furnishings, and furniture.

**Masonry Unit:** Brick, tile, stone, glass block or concrete block.

**Means of Egress:** A continuous and unobstructed path of travel from any point in a building or structure to a public way, consisting of three separate and distinct parts: the exit access, the exit, and the exit discharge. A means of egress comprises vertical and horizontal means of travel and includes intervening room spaces, doors, hallways, corridors, passageways, balconies, ramps, stairs, enclosures, lobbies, escalators, horizontal exits, courts and yards.

**Mezzanine:** Any intermediate occupiable and usable level placed above any floor of a building and limited to 33% of the net floor area of the floor over which it is placed. The net area of a mezzanine is included in the net area of the floor above which it is placed.

**MBE Joint venture:** as defined by the City of Chicago is an association of an MBE firm and one or more other firms to carry out a single, for-profit business enterprise, for which each joint venture partner contributes property, capital, efforts, skills and knowledge, and in which the MBE is responsible for a distinct,

clearly defined portion of the work of the Contract and whose share in the capital contribution, control, management, risks, and profits of the joint venture are commensurate with its ownership interest.

**Multi-Story Building:** Any building of any type two or more stories above the grade level containing any number of units.

**Point of Arrival:** A location within the site where an accessible route must be provided. Acceptable locations shall include an accessible parking space, accessible passenger unloading/loading zone, public street or sidewalk, or each public transportation stop.

**Power-Assisted Door:** A door used for human passage, with a mechanism that helps to open the door, or relieves the opening resistance of the door, upon the activation of a switch or a continued force applied to the door itself.

**Principal or Primary Entrance:** An entrance intended to be used by the residents or users to enter or leave a building or facility. This shall include, but is not limited to, the main entrance.

**Project:** Any building, structure or site including the related improvements owned or financed in whole or in part by the DOH or one in which the DOH has or will have an interest.

**Public:** Any group of people who are users of the building and employees of the building, excluding those people who are employed by the owner of a building for construction or alteration of a building.

**Public Facility:** Any building, structure, or site improvement which is: (i) owned by or on behalf of a governmental unit; leased, rented or used, in whole or in part, by a governmental unit; financed, in whole or in part, by a grant or a loan made or guaranteed by a governmental unit. (ii) used or held out for use or intended for use by the public or by employees for one or more of, but not limited to, the following: the purpose of gathering, recreation, transient lodging, education, employment, institutional care, or the purchase, rental, sale or acquisition of any goods, personal property or services; places of public display or collection; social service establishments; and stations used for specified public transportation.

**Public Use:** Interior and exterior rooms or spaces that are made available to the general public at a building or facility that is privately or publicly owned.

**Ramp:** A walking surface which has a running slope greater than 1:20 (5%) and a cross slope no greater than 1:50(2%).

**Residential SF:** New Construction: Measurement calculated from a continuous end to end delineation from the outside of the exterior assembly. Rehabilitation: Measurement calculated from a continuous end to end delineation from the inside of the exterior assembly.

**Residential Unit Area SF:** Measurement calculated from a continuous end to end delineation comprised from the following criteria: 1) interior side of an exterior assembly, 2) tenant side of a shaft, utility, common area partition 3) midline of the tenant demising partition.

**Running Slope:** The slope that is parallel to the direction of travel (see Cross Slope).

**Service Entrance:** An entrance intended primarily for delivery of goods or services. A service entrance may not be the principal entrance unless it is the only entrance to the building/facility.

**Single Room Occupancy Unit or SRO:** A unit used or intended to be used as a residential housekeeping unit by not more than one occupant for living, sleeping, with or without cooking facilities.



**Storage, Bulk:** A clear volume space provided for storage of personal items such as luggage, boxes of seasonal items or any bulk items. The space is located in the dwelling unit.

**Structural Change:** Changes to or rearrangement of the structural elements, plumbing fixture changes, or changes to or rearrangement of the plan configuration of walls and full height partitions.

**Technically Infeasible:** With respect to an alteration of a building or a facility, a change that has little likelihood of being accomplished because existing structural conditions would require removing or altering a load-bearing member, which is an essential part of the structural frame; or because other existing physical or site constraints prohibit modification or addition of elements, spaces or features which are in full and strict compliance with the minimum requirements for new construction and which are necessary to provide accessibility. (ADA Accessibility Guidelines 4.1.6)

# Exhibits

---



# EXHIBIT A

|   |   |                        |                 |
|---|---|------------------------|-----------------|
| <b>Project Name</b>   |   |                        |                 |
| <b>Project Address</b>  |   |                        |                 |
| <b>Developer</b>  |   |                        |                 |
| <b>Architect</b>  |   |                        |                 |
| <b>Selected GC</b>  |   |                        |                 |
| <b>Closing Date</b>   |   |                        |                 |
| <b>Description</b>  | <b>Comments</b>   | <b>Received by CAC</b> | <b>Comments</b> |
| <b>Milestone Item: Due 1 month prior to date of City Council introduction date<br/>(00/00/202x)</b>   |   |                        |                 |
| General Contractor Bidding Tabulation   | 1) A minimum of 3 general contractor bids are required for the project. This submission should include the following:   |                        |                 |
|   | A. A bid tabulation sheet with all bidders for the project with a comparison of the bids.   |                        |                 |
|   | B. A copy of the General Contractor's submission packages for the bid.  |                        |                 |
|   | C. A copy of the invitation letter, package, etc. sent to the general contractor outlining and soliciting the bid.  |                        |                 |
| General Contractor Application  | 2) The selected general contractor must fill out the DOH General Contractor Application form for review.  |                        |                 |
| MOPD Data Sheet   | 3) A copy of the City of Chicago MOPD data sheet with meeting minutes must be submitted.  |                        |                 |
| Environmental Report – Phase I (if applicable)  | 4) A copy of the Environmental Report – Phase 1 must be submitted   |                        |                 |
| Environmental Report – Phase 2 (if applicable)  | 5) A copy of the Environmental Report – Phase 2 (if applicable) must be submitted   |                        |                 |
| Soil Report   | 6) A copy of the Soil Report (Geotechnical Report) must be submitted.   |                        |                 |
|   | 7) The soil report borings shall have a minimum of 8 soil boring along the foundation lines of the proposed foundation. (One for each corner of the building and one at the midpoint of each side.) An additional soil boring shall be required at the location of the elevator pit.  |                        |                 |
| <b>Milestone Item: Due 10 weeks prior to the closing date - All items must be submitted together to start review and 10 week clock<br/>(00/00/202x)</b> |   |                        |                 |
| General Contractor's Sworn Statement  | 1) A copy of the General Contractor's Sworn Statement   |                        |                 |
| Owner's Sworn Statement   | 2) A copy of the Owner's Sworn Statement.   |                        |                 |
| General Contractor/Owner Agreement with all exhibits  | 3) Provide a draft copy of the AIA Guaranteed Maximum Price Contract and all exhibits.  |                        |                 |
|   | 4) All exhibits must be included in the submission.   |                        |                 |
|   | 5) All requirements outlined in the City of Chicago DOH CAC Architectural Technical Standards Manual must be incorporated.  |                        |                 |
|   | 6) A copy of the City of Chicago DOH CAC Architectural Technical Standards Manual must be included as an exhibit to the contract.   |                        |                 |
| Value Engineered List   | 7) Provide a list of value engineered items for the project.  |                        |                 |
| General Contractor's Subcontractor bid book   | 8) Provide a subcontractor bid book for the project. The submission should consist of the following:<br>A. A minimum of 3 subcontractor bids for each line item.<br>B. All line items need to be bid out. If the general contractor plans on bidding for a line item, they are still required to have a minimum of 3 bids for the line item.<br>C. If the general contractor is self-performing the line item, the line item cannot have general conditions, overhead or profit on it.<br>D. The general contractor's sub-contractor bid book should follow the general contractor sworn statement line items. Each line item should have a bid tabulation/summary sheet on the first page along with all the subcontractor bids and backup following it. |                        |                 |
| Permit submitted construction documents   | 9) A copy of the construction drawings submitted for permit must be submitted for review and approval.  |                        |                 |
| Permit Application  | 10) A copy of the permit application is required.   |                        |                 |
| <b>Milestone Item: Due 2 weeks prior to the Closing Date<br/>(00/00/202x)</b>   |   |                        |                 |
| Insurance Certificates  | 1) Contractor to provide proof of insurance, holding harmless the City of Chicago (DOH) and its agents.   |                        |                 |
|   | 2) Insurance to be reviewed and approved by the City of Chicago's risk management.  |                        |                 |
|   | 3) Copies of all insurance certificates required must be submitted.   |                        |                 |
| Payment and Performance Bond  | 4) A copy of the draft payment and performance bond is required for review and approval.  |                        |                 |

| Description                       | Comments  | Received by CAC | Comments |
|-----------------------------------|---|-----------------|----------|
| Escrow Agreement                  | 5) Provide a copy of the escrow agreement for review and approval.  |                 |          |
| Building Permit                   | 6) Provide a copy of the Building Permit.   |                 |          |
|                                   | 7) Provide a copy of the building permit application  |                 |          |
| Construction Schedule             | 8) Provide a copy of the construction schedule.   |                 |          |
| CDOT Restoration Agreement        | 9) Provide a copy of the Restoration agreement. All of the scope of work must be accounted for on the General Contractor's agreement and included in the sworn statement prior to closing.  |                 |          |
| Issued for Construction Documents | 10) Provide a copy of the set of permitted construction documents with DOB stamps. The Issue for construction set must be submitted prior to closing and all documents (Contracts, budget, etc.) is to be based on this set. All bids and final General Contractor's sworn statement must be based on the Issued for Construction set of Documents. All other agencies (CHA, IHDA, HUD, etc.) must be incorporated into the IFC set and all costs included in the budget. |                 |          |
|                                   | 11) Architect of Record must submit on company letterhead a copy of a letter acknowledging that the General Contractor has received all drawings (permitted/issued for construction) and all addendums for his review.  |                 |          |
| Architect's Addendums             | 12) A copy of all addendums, request for information, corrections, etc. needs to be submitted for review.   |                 |          |
|                                   | 13) Permit review changes during the permit process cannot be used as a change order after closing.   |                 |          |
| Sub-Contractor Agreement          | 14) A copy of the draft Sub-Contractor agreement is to be submitted for review and approval.  |                 |          |
|                                   | 15) All let/executed subcontractor agreements need to   |                 |          |
| Architect Agreement               | 16) A copy of the executed Architect and Owner agreement is required to be submitted.   |                 |          |
| Survey                            | 17) A copy of the survey must be submitted.   |                 |          |
| DOH Compliance                    | 18) An approval letter from DOH Monitoring & Compliance Unit is required.   |                 |          |
|                                   | 19) Schedule a Monitoring and Compliance meeting once a General Contractor is established for this project with DOH Compliance.   |                 |          |
| Misc. Meeting Minutes             | 20) AOR is to submit copies of all meeting minutes and approvals from CDOT, DWM, Landmarks, Zoning, etc.  |                 |          |
|                                   | 21) AOR to submit copies of all meeting minutes and correspondences with all utility work (ComED, People's Gas, etc.)   |                 |          |



# BID ANNOUNCEMENT FORM

## Architectural Technical Standards Manual (ATSM)

### EXHIBIT B

#### INSTRUCTIONS:

- Complete per the Department of Housing's ATSM Sections 3.0 4.1. & send to the list of assist agencies available at:  
[https://www.chicago.gov/city/en/depts/dps/supp\\_info/city-of-chicago-assist-agencies.html](https://www.chicago.gov/city/en/depts/dps/supp_info/city-of-chicago-assist-agencies.html)
- Form must also be sent to: DOHconstructioncompliance@cityofchicago.org
- Send at least seven (7) days prior to pre-bid meeting

#### ENTITY SOLICITING BIDS:

Developer seeking a General Contractor.

☐

General Contractor seeking subcontractors.

☐

Company Name:

Contact Name:

E-mail:

#### PROJECT INFORMATION

|   |  |
|---|--|
| Project Name                              |  |
| Project Address                           |  |
| Bid Due Date                              |  |
| Where can bid documents be found?         |  |
| Name of software used for bid submission? |  |
| Link to bid documents                     |  |

#### PRE-BID FORUM INFORMATION

|   |  |
|---|--|
| Date & time of pre-bid forum                      |  |
| Address for in person                             |  |
| Virtual (provide link) & send copy of recording   |  |
| Cohosted with community Organization(s)? Name(s)? |  |





# OUTREACH SUMMARY

## Architectural Technical Standards Manual (ATSM)

### EXHIBIT C

#### INSTRUCTIONS:

- Complete per the Department of Housing's ATSM Sections 3.0 4.1.
- Exhibit C must be submitted with the Bid Package
- The form should be used a cover and signature page

#### ENTITY SUBMITTING OUTREACH SUMMARY

Developer ☐ General Contractor ☐

Company Name:

Contact Name:

E-mail:

#### REQUIRED SUMMARY INFORMATION

- 1) Provide information on your letter head about your outreach to MB/WBE assist agencies and other organizations. Attach copies of information related to your outreach. Include method and date of contact (examples: emails, phone calls, letters, meeting(s) with membership, attendance list, recordings, etc.)
- 2) Additionally, provide information on events or meetings that you attended/hosted to widen your pool of MBE/WBE contractors for this project other than the required pre-bid forum. Attach any relevant documentation.

Submitted by:

By: \_\_\_\_\_  
Print Name of Developer or General Contractor Date

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the

\_\_\_\_\_  
(Title & Name of Affiant) (Signature)

appeared before me to acknowledge the execution of the information contained herein.

IN WITNESS WHEREOF, I HEREUNTO SET MY HAND AND OFFICIAL SEAL.

\_\_\_\_\_  
(Signature of Notary Public)

My Commission Expires:

(Seal)

## SCHEDULE B: Affidavit of Joint Venture (MBE/WBE)

This form need not be submitted if all joint venturers are MBEs and/or WBEs. In such a case, however, a written joint venture agreement among the MBE and WBE venturers must be submitted. In all proposed joint ventures, each MBE and/or WBE venturer must submit a copy of their current Letter of Certification.

All Information Requested by this Schedule must Be Answered in the Spaces Provided. Do Not Refer to Your Joint Venture Agreement Except to Expand on Answers Provided on this Form. If Additional Space Is Required, Additional Sheets May Be Attached.

- I. Name of joint venture: \_\_\_\_\_  
Address of joint venture: \_\_\_\_\_  
Phone number of joint venture: \_\_\_\_\_
- II. Identify each non-MBE/WBE venturer(s):  
Name of Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Contact person for matters concerning MBE/WBE compliance: \_\_\_\_\_
- III. Identify each MBE/WBE venturer(s):  
Name of Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Contact person for matters concerning MBE/WBE compliance: \_\_\_\_\_
- IV. Describe the role(s) of the MBE and/or WBE venturer(s) in the joint venture: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- V. Attach a copy of the joint venture agreement. In order to demonstrate the MBE and/or WBE venturer's share in the ownership, control, management responsibilities, risks and profits of the joint venture, the proposed joint venture agreement must include specific details related to: (1) the contributions of capital and equipment; (2) work items to be performed by the MBE/WBE's own forces; (3) work items to be performed under the supervision of the MBE/WBE venturer; and (4) the commitment of management, supervisory and operative personnel employed by the MBE/WBE to be dedicated to the performance of the project.
- VI. Ownership of the Joint Venture.  
A. What are the percentage(s) of MBE/WBE ownership of the joint venture?  
MBE/WBE ownership percentage(s) \_\_\_\_\_  
Non-MBE/WBE ownership percentage(s) \_\_\_\_\_  
  
B. Specify MBE/WBE percentages for each of the following (provide narrative descriptions and other detail as applicable):  
  
1. Profit and loss sharing: \_\_\_\_\_  
  
2. Capital contributions:  
(a) Dollar amounts of initial contribution: \_\_\_\_\_

## Schedule B: Affidavit of Joint Venture (MBE/WBE)

(b) Dollar amounts of anticipated on-going contributions: \_\_\_\_\_

3. Contributions of equipment (Specify types, quality and quantities of equipment to be provided by each venturer): \_\_\_\_\_

---

---

---

4. Other applicable ownership interests, including ownership options or other agreements which restrict or limit ownership and/or control: \_\_\_\_\_

---

---

---

5. Provide copies of all written agreements between venturers concerning this project.

6. Identify each current City of Chicago contract (and each contract completed during the past two (2) years) by a joint venture of two or more firms participating in this joint venture:

---

---

---

---

VII. Control of and Participation in the Joint Venture. Identify by name and firm those individuals who are, or will be, responsible for, and have the authority to engage in the following management functions and policy decisions. (Indicate any limitations to their authority such as dollar limits and co-signatory requirements.):

A. Joint venture check signing:

---

---

---

---

B. Authority to enter contracts on behalf of the joint venture:

---

---

---

---

C. Signing, co-signing and/or collateralizing loans:

---

---

---

---

D. Acquisition of lines of credit:

---

---



## Schedule B: Affidavit of Joint Venture (MBE/WBE)

E. Acquisition and indemnification of payment and performance bonds:

---

---

---

---

F. Negotiating and signing labor agreements:

---

---

---

---

G. Management of contract performance. (Identify by name and firm only):

1. Supervision of field operations: \_\_\_\_\_

2. Major purchases: \_\_\_\_\_

3. Estimating: \_\_\_\_\_

4. Engineering: \_\_\_\_\_

---

VIII. Financial Controls of joint venture:

A. Which firm and/or individual will be responsible for keeping the books of account?

---

B. Identify the managing partner, if any, and describe the means and measure of their compensation:

---

---

---

---

C. What authority does each venturer have to commit or obligate the other to insurance and bonding companies, financing institutions, suppliers, subcontractors, and/or other parties participating in the performance of this contract or the work of this project?

---

---

---

---

IX. State the approximate number of operative personnel (by trade) needed to perform the joint venture's work under this contract. Indicate whether they will be employees of the non-MBE/WBE firm, the MBE/WBE firm, or the joint venture.

### Schedule B: Affidavit of Joint Venture (MBE/WBE)

[illegible]

If any personnel proposed for this project will be employees of the joint venture:

- A. Are any proposed joint venture employees currently employed by either venturer?  
Currently employed by non-MBE/WBE (number) \_\_\_\_\_ Employed by MBE/WBE \_\_\_\_\_
- B. Identify by name and firm the individual who will be responsible for hiring joint venture employees:  
\_\_\_\_\_
- C. Which venturer will be responsible for the preparation of joint venture payrolls:  
\_\_\_\_\_
- X. Please state any material facts of additional information pertinent to the control and structure of this joint venture.

[illegible]

## Schedule B: Affidavit of Joint Venture (MBE/WBE)

The undersigned affirms that the foregoing statements are correct and include all material information necessary to identify and explain the terms and operations of our joint venture and the intended participation of each venturer in the undertaking. Further, the undersigned covenant and agree to provide to the City current, complete and accurate information regarding actual joint venture work and the payment therefore, and any proposed changes in any provision of the joint venture agreement, and to permit the audit and examination of the books, records and files of the joint venture, or those of each venturer relevant to the joint venture by authorized representatives of the City or the Federal funding agency.

Any material misrepresentation will be grounds for terminating any contract which may be awarded and for initiating action under federal or state laws concerning false statements.

Note: If, after filing this Schedule B and before the completion on the joint venture's work on the project, there is any change in the information submitted, the joint venture must inform the City of Chicago, either directly or through the prime contractor if the joint venture is a subcontractor.

\_\_\_\_\_  
Name of MBE/WBE Partner Firm

Firm

\_\_\_\_\_  
Name of Non-MBE/WBE Partner

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Name and Title of Affiant

\_\_\_\_\_  
Name and Title of Affiant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the above-signed officers

\_\_\_\_\_  
(names of affiants)

personally appeared and, known to me be the persons described in the foregoing Affidavit, acknowledged that they executed the same in the capacity therein stated and for the purpose therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

\_\_\_\_\_  
Signature of Notary Public

My Commission Expires: \_\_\_\_\_

(SEAL)



